Uploading Creditor Matrix
Last Updated: September 15, 2005

The creditor matrix must be in ASCII text format, usually a .txt file, before it can be successfully uploaded. Refer to the procedure "How to Convert a Creditor Matrix to a .txt File." All other file types within CM/ECF will be portable document format (PDF) files.

Instructions:

1. Prepare the matrix on your computer.

2. **Log onto CM/ECF**.

3. Select **Bankruptcy.**

4. Select **Creditor Maintenance.**

5. Select **Upload a Creditor Matrix File.**

6. Enter the **Case Number**. Click **Next**.

7. **Browse** to select the creditor matrix .txt file. Click **Next**.

8. Click the submit button.

9. Verify number of creditors.

Important! Creditors can only be uploaded to the case once. If an error has occurred contact the Case Administrator for the case.